

# Park View Elementary Parent/Student Remote Learning Handbook

“Education isn’t preparation for life; Education is life itself.”

John Dewey



Dr. Angela Flowers, Principal  
Mrs. Quirstin Wynn-Inman, Assistant Principal

# PORTSMOUTH PUBLIC SCHOOLS

## MISSION STATEMENT

The mission of the Portsmouth Public School Division is to challenge the minds, challenge the bodies, and challenge the dreams of all students while focusing on excellence.

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**Park View Elementary School**  
"A Fully Accredited School"  
260 Elm Avenue ∞ Portsmouth, VA 23704  
(757) 393-8647 ∞ (757) 393-5126 -fax

Dear Students and Parents,

Welcome to what is a transitional, yet exciting school year at Park View Elementary School. This year is filled with processes and learning experiences that will be new to all. As the Park View faculty and staff navigates through these times with you, we will focus our efforts to make the transition the best experience in a time of uncertainty. Our goal is to continue to provide all students with the opportunity to achieve academic success in this virtual platform.

We strongly encourage you to take advantage of the virtual meetings and workshops scheduled by our administrators, teachers, and parent liaison. We also hope that you will take time to participate in our virtual parent training intended to introduce you and your child to Zoom, Schoology and Nearpod, our virtual classroom learning platform. We will continue to host Parent-Teacher Conference Day, PTA meetings, and other student support meetings. We pledge to you our full cooperation in making possible a safe school environment, which will assist students in creating their own futures. We ask for your support in our efforts.

The information you will find in the rest of this handbook should answer most questions you may have about the Park View Elementary School experience. If you have questions that are not answered in this handbook, feel free to call me or other staff. We will gladly find the answers for you or guide you to locate the answer.

Thank you for your commitment to your child's education and we look forward to working with you during this new learning experience.

Sincerely,

Dr. Angela Flowers, Principal  
Mrs. Quirstin Wynn-Inman, Assistant Principal

## Rationale

It is essential to have a remote learning option as a proactive approach to slow the spread of COVID-19. Our goal is to provide quality instruction to our students in a continuous, welcoming learning environment with as few interruptions as possible. We believe that having the option of remote learning reinforces the fact that teaching and learning can occur outside of the physical classrooms. In addition, given the potential of school closure due to acts of nature, remote learning gives us the option to continue learning and eliminate the need to make up days.

Please note that when we begin to transition from virtual learning to models that incorporate face-to-face instruction, the school division will follow all CDC guidelines for safety. We will remain in constant contact with families so they are aware of expectations and specified protocols of the school division.

## Safety

The school system will follow CDC and public health department guidance to ensure the safety of students, staff, and visitors who enter our school. To limit the number of people and traffic in the building, parents and visitors should make an appointment prior to coming to the school. Masks will be required to enter the building. Visitors are required to report directly to the security desk, provide proper identification and state with whom they are meeting.

\*Note: When students are reintroduced to the school building for hybrid learning, we strongly encourage PPE.

## Communication

Park View faculty, staff, students, and families are encouraged to communicate with each other in the following ways:

**Phone:** 757-393-8647

**Website:** <http://pves.ppsk12.us/>

**Facebook:** Park View PTA

**Twitter:** @ParkView21

**Youtube:**

## Instructional Hours

Instructional hours are from 9:00-2:45; however, during these hours students are afforded the opportunity to work independently on assigned tasks. If your child can not attend live instruction or participate during the school day, please contact your child's teacher to develop a plan to receive instruction and participate in classroom activities.

\*Note: Please see the attached instructional schedule by grade level located in the back of this handbook.

## Expectations

Expectations have been developed to assist with remote learning. Please adhere to the following expectations. If you have any questions or concerns, please contact your child's teacher or an administrator.

### Students:

Students are expected to be online and ready to learn for the instructional day from 9:00 AM to 2:45 PM. Students should be dressed in appropriate attire with necessary materials. If your child is unable to attend live instruction or participate in classroom activities, please contact your child's teacher to make arrangements.

Please refer to the following considerations.

- Students should display the same behavioral expectations in the live virtual classroom, as they would in the face-to-face classroom.
- PBIS rules do apply; therefore, follow the PAWS for success.
- Students should have all learning supplies and be ready to work at the start of the instructional session.
- Students are expected to watch missed instructional videos and complete all assignments.
- Students should attend all small group break-out sessions as they are intended to provide additional (more individualized) support for learning.

### Parents:

It is essential for parents to prepare their children and themselves for the instructional day. Update contact information as it changes so that teachers and administrators can keep parents informed.

Please refer to the following considerations as you prepare students for the virtual learning environment.

- Have a dedicated, distraction-free space in your home for your child to access instruction each day.
- Create a schedule that works for your child. Attendance during virtual learning sessions will be taken, and students will be held accountable for class time missed.

- Students should eat before the start of the online school day.
- Students should be dressed appropriately during live sessions even though they are learning from home.
- Remind your child that they will be held accountable to display the same behavioral expectations in the live virtual classroom, as they would in the face-to-face classroom.
- Review classwork/homework assignments with your child daily as assignments will be graded in accordance with the division's grading policy.
- Make note of your child's teachers' office hours during the day. If your child is struggling, these are times that teachers are available for conversations via email or phone.
- Maintain open dialogue with your child's teachers and administrators. Give feedback on what is working and what needs more support.

## Grading

The school district has adopted the following grading requirements for virtual learning. Park View Elementary will adhere to these guidelines. It is important that students and families take some time to review the requirements, as it affects both 9-weeks grades and end-of-year grading averages.

- Tests/Projects/Tasks/Performance Assessments - 30%
- Quizzes - 20%
- Classwork - 40%
- Homework - completion only - 10%
- Minimum number of graded assignments per nine weeks
  - English - 5 assignments for each category
  - Science - 3 - 5 assignments for each category
  - Social Studies - 3 - 5 assignments for each category
  - Mathematics - 5 assignments for each category

| Per Nine Weeks | Elementary | Middle | High |
|----------------|------------|--------|------|
| Tests          | 2          | 2      | 6    |
| Quizzes        | 6          | 3      | 4    |
| Classwork      | 12         | 15     | 15   |
| Homework       | 10         | 16     | 5    |

## PPS Virtual Learning PBIS - SMART

| We are...   | S<br>Self-Control                                                                                                                                                                                                                                   | M<br>Mindset                                                                                                                                                                                   | A<br>Achievement                                                                                                                                                                   | R<br>Routines                                                                                                                                                                            | T<br>Technology                                                                                                                                                                                                            |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Safe        | <ul style="list-style-type: none"> <li>• Protect your password by not sharing it with others.</li> <li>• Protect your class link by not sharing it with others.</li> </ul>                                                                          | <ul style="list-style-type: none"> <li>• Participate in only class meetings organized by your teacher</li> </ul>                                                                               | <ul style="list-style-type: none"> <li>• Submit your work in the manner prescribed by your teacher to maintain your privacy</li> </ul>                                             | <ul style="list-style-type: none"> <li>• Follow procedures for online safety</li> </ul>                                                                                                  | <ul style="list-style-type: none"> <li>• Obtain permission before you log on.</li> <li>• Use your own PPS Google login.</li> <li>• Verify anything visible on video is something that can be seen by others.</li> </ul>    |
| Respectful  | <ul style="list-style-type: none"> <li>• Limit the person on camera to yourself unless your teacher indicates otherwise.</li> </ul>                                                                                                                 | <ul style="list-style-type: none"> <li>• Use correct spelling and grammar in the chat box to ask questions and share ideas.</li> </ul>                                                         | <ul style="list-style-type: none"> <li>• Nod or give a thumbs up to show you understand.</li> </ul>                                                                                | <ul style="list-style-type: none"> <li>• Wear clothes that would be appropriate for school.</li> <li>• Raise your hand if you want to talk and your teacher will call on you.</li> </ul> | <ul style="list-style-type: none"> <li>• Log in on time.</li> <li>• Mute your microphone unless you are talking.</li> <li>• Pause your video if you have to step away from your computer.</li> </ul>                       |
| Responsible | <ul style="list-style-type: none"> <li>• Participate in class meetings only if you are invited.</li> <li>• Follow school rules for using computers.</li> <li>• Take photos, screenshots or recordings only if it is a lesson requirement</li> </ul> | <ul style="list-style-type: none"> <li>• Have your materials beside you before the meeting begins.</li> <li>• Have paper and pencil with you in case you need to write things down.</li> </ul> | <ul style="list-style-type: none"> <li>• Ask questions about what you are learning.</li> <li>• Ask your teacher for one-on-one help if you do not understand something.</li> </ul> | <ul style="list-style-type: none"> <li>• Stay focused during class.</li> <li>• Be kind and respectful to others.</li> </ul>                                                              | <ul style="list-style-type: none"> <li>• Enable your technology (audio and video)</li> <li>• Use headphones if you have them.</li> <li>• Pick a quiet spot and let others around you know you are in a meeting.</li> </ul> |

# Daily Schedule

## Schedule Gr. K - Gr. 2

| Day/Time    | Monday                                                             | Tuesday                                                            | Wednesday                                                                                | Thursday                                                       | Friday                                                             |
|-------------|--------------------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------------|----------------------------------------------------------------|--------------------------------------------------------------------|
| 9:00-9:25   | Math: Recorded Lesson/Attendance                                   | Reading: Recorded Lesson/Attendance                                | PBIS/Social Emotional                                                                    | Social Studies: Recorded Lesson/Attendance                     | Science: Recorded Lesson/Attendance                                |
| 9:30-10:15  | Math: small group/Near Pod (15 min. each)                          | Reading: small group/Near Pod (15 min. each)                       | PBIS/Social Emotional Math: small group/Near Pod (15 min. each)                          | Social Studies: small group/Near Pod (15 min. each)            | Science: small group/Near Pod (15 min. each)                       |
| 10:30-11:15 | Reading: whole group 20 min. small group/Near Pod (25 min.)        | Math: whole group 20 min. small group/Near Pod (25 min.)           | PBIS/Social Emotional Reading: small group/Near Pod (15 min.)                            | Science: whole group 20 minutes small group/Near Pod (25 min.) | Social Studies: whole group 20 min. small group/Near Pod (25 min.) |
| 11:15-11:50 | Lunch                                                              | Lunch                                                              | Lunch                                                                                    | Lunch                                                          | Lunch                                                              |
| 12:00-12:45 | Social Studies: whole group 20 min. small group/Near Pod (25 min.) | Social Studies: whole group 20 min. small group/Near Pod (25 min.) | PBIS/Social Emotional Social Studies: whole group 20 min. small group/Near Pod (25 min.) | Math: whole group 20 min. small group/Near Pod (25 min.)       | Reading: whole group 20 min. small group/Near Pod (25 min.)        |
| 1:00-1:45   | Science: whole group 20 minutes small group/Near Pod (25 min.)     | Science: whole group 20 minutes small group/Near Pod (25 min.)     | PBIS/Social Emotional Science: small group/Near Pod (25 min.)                            | Reading: whole group 20 min. small group/Near Pod (25 min.)    | Math: whole group 20 min. small group/Near Pod (25 min.)           |
| 2:00-2:45   | Encore/PBIS                                                        | Encore/PBIS                                                        | Encore/PBIS                                                                              | Encore/PBIS                                                    | Encore/PBIS                                                        |
| 2:45-4:00   | Planning/PD/Office Hours                                           | Planning/PD/Office Hours                                           | Planning/PD/Office Hours                                                                 | Planning/PD/Office Hours                                       | Planning/PD/Office Hours                                           |

## Schedule Gr. 3

| Day/Time        | Monday                                                      | Tuesday                                                        | Wednesday                                                           | Thursday                                                              | Friday                                                         |
|-----------------|-------------------------------------------------------------|----------------------------------------------------------------|---------------------------------------------------------------------|-----------------------------------------------------------------------|----------------------------------------------------------------|
| 9:00-9:25       | Math: Recorded Lesson/Attendance (all students check in HR) | Reading: Recorded Lesson/Attendance (all students check in HR) | PBIS/Social Emotional (all students check in HR)                    | Social Studies: Recorded Lesson/Attendance (all students check in HR) | Science: Recorded Lesson/Attendance (all students check in HR) |
| B1: 9:30-10:15  | Math (Weston/Batson) Reading (Jonathan/Veale)               | Math (Weston/Batson) Reading (Jonathan/Veale)                  | PBIS/Social Emotional Reading Small Group/Near Pod (15 min.)        | Math (Weston/Batson) Reading (Jonathan/Veale)                         | Math (Weston/Batson) Reading (Jonathan/Veale)                  |
| B2: 10:30-11:15 | Science (Weston/Batson) Social Studies (Jonathan/Veale)     | Science (Weston/Batson) Social Studies (Jonathan/Veale)        | PBIS/Social Emotional Math Small Group/Near Pod (15 min.)           | Science (Weston/Batson) Social Studies (Jonathan/Veale)               | Science (Weston/Batson) Social Studies (Jonathan/Veale)        |
| 11:15-11:50     | Lunch                                                       | Lunch                                                          | Lunch                                                               | Lunch                                                                 | Lunch                                                          |
| B3: 12:00-12:45 | Math (Jonathan/Veale) Reading (Weston/Batson)               | Math (Jonathan/Veale) Reading (Weston/Batson)                  | PBIS/Social Emotional Science Small Group/Near Pod (15 min.)        | Math (Jonathan/Veale) Reading (Weston/Batson)                         | Math (Jonathan/Veale) Reading (Weston/Batson)                  |
| B4: 1:00-1:45   | Science (Jonathan/Veale) Social Studies (Weston/Batson)     | Science (Jonathan/Veale) Social Studies (Weston/Batson)        | PBIS/Social Emotional Social Studies Small Group/Near Pod (15 min.) | Science (Jonathan/Veale) Social Studies (Weston/Batson)               | Science (Jonathan/Veale) Social Studies (Weston/Batson)        |
| 2:00-2:45       | Encore/PBIS                                                 | Encore/PBIS                                                    | Encore/PBIS                                                         | Encore/PBIS                                                           | Encore/PBIS                                                    |
| 2:45-4:00       | Planning/PD/Office Hours                                    | Planning/PD/Office Hours                                       | Planning/PD/Office Hours                                            | Planning/PD/Office Hours                                              | Planning/PD/Office Hours                                       |

## Schedule Gr. 4

| Day/Time        | Monday                                                       | Tuesday                                                        | Wednesday                                                           | Thursday                                                              | Friday                                                         |
|-----------------|--------------------------------------------------------------|----------------------------------------------------------------|---------------------------------------------------------------------|-----------------------------------------------------------------------|----------------------------------------------------------------|
| 9:00-9:25       | Math: Recorded Lesson/Attendance (all students check in HR)  | Reading: Recorded Lesson/Attendance (all students check in HR) | PBIS/Social Emotional (all students check in HR)                    | Social Studies: Recorded Lesson/Attendance (all students check in HR) | Science: Recorded Lesson/Attendance (all students check in HR) |
| B1: 9:30-10:15  | Math (Petry/Cenzalli) Reading (Matthews/MacDonald)           | Math (Petry/Cenzalli) Reading (Matthews/MacDonald)             | PBIS/Social Emotional Reading Small Group/Near Pod (15 min.)        | Math (Petry/Cenzalli) Reading (Matthews/MacDonald)                    | Math (Petry/Cenzalli) Reading (Matthews/MacDonald)             |
| B2: 10:30-11:15 | Science (Petry/Cenzalli) Social Studies (Matthews/MacDonald) | Science (Petry/Cenzalli) Social Studies (Matthews/MacDonald)   | PBIS/Social Emotional Math Small Group/Near Pod (15 min.)           | Science (Petry/Cenzalli) Social Studies (Matthews/MacDonald)          | Science (Petry/Cenzalli) Social Studies (Matthews/MacDonald)   |
| 11:15-11:50     | Lunch                                                        | Lunch                                                          | Lunch                                                               | Lunch                                                                 | Lunch                                                          |
| B3: 12:00-12:45 | Math (Matthews/MacDonald) Reading (Petry/Cenzalli)           | Math (Matthews/MacDonald) Reading (Petry/Cenzalli)             | PBIS/Social Emotional Science Small Group/Near Pod (15 min.)        | Math (Matthews/MacDonald) Reading (Petry/Cenzalli)                    | Math (Matthews/MacDonald) Reading (Petry/Cenzalli)             |
| B4: 1:00-1:45   | Science (Matthews/MacDonald) Social Studies (Petry/Cenzalli) | Science (Matthews/MacDonald) Social Studies (Petry/Cenzalli)   | PBIS/Social Emotional Social Studies Small Group/Near Pod (15 min.) | Science (Matthews/MacDonald) Social Studies (Petry/Cenzalli)          | Science (Matthews/MacDonald) Social Studies (Petry/Cenzalli)   |
| 2:00-2:45       | Encore/PBIS                                                  | Encore/PBIS                                                    | Encore/PBIS                                                         | Encore/PBIS                                                           | Encore/PBIS                                                    |
| 2:45-4:00       | Planning/PD/Office Hours                                     | Planning/PD/Office Hours                                       | Planning/PD/Office Hours                                            | Planning/PD/Office Hours                                              | Planning/PD/Office Hours                                       |

### Schedule Gr. 5

| Day/Time        | Monday                                                      | Tuesday                                                        | Wednesday                                                           | Thursday                                                              | Friday                                                         |
|-----------------|-------------------------------------------------------------|----------------------------------------------------------------|---------------------------------------------------------------------|-----------------------------------------------------------------------|----------------------------------------------------------------|
| 9:00-9:25       | Math: Recorded Lesson/Attendance (all students check in HR) | Reading: Recorded Lesson/Attendance (all students check in HR) | PBIS/Social Emotional (all students check in HR)                    | Social Studies: Recorded Lesson/Attendance (all students check in HR) | Science: Recorded Lesson/Attendance (all students check in HR) |
| B1: 9:30-10:40  | Math(Paige) Reading (Yishrael) Sci/SS (Deeds)               | Math(Paige) Reading (Yishrael) Sci/SS (Deeds)                  | PBIS/Social Emotional Reading Small Group/Near Pod (15 min.)        | Math(Paige) Reading (Yishrael) Sci/SS (Deeds)                         | Math(Paige) Reading (Yishrael) Sci/SS (Deeds)                  |
| B2: 10:45-11:15 | Math (Yishrael) Reading (Deeds) Sci/SS (Paige)              | Math (Yishrael) Reading (Deeds) Sci/SS (Paige)                 | PBIS/Social Emotional Math Small Group/Near Pod (15 min.)           | Math (Yishrael) Reading (Deeds) Sci/SS (Paige)                        | Math (Yishrael) Reading (Deeds) Sci/SS (Paige)                 |
| 11:15-11:50     | Lunch                                                       | Lunch                                                          | Lunch                                                               | Lunch                                                                 | Lunch                                                          |
| B2: 12:00-12:40 | Math (Yishrael) Reading (Deeds) Sci/SS (Paige)              | Math (Yishrael) Reading (Deeds) Sci/SS (Paige)                 | PBIS/Social Emotional Science Small Group/Near Pod (15 min.)        | Math (Yishrael) Reading (Deeds) Sci/SS (Paige)                        | Math (Yishrael) Reading (Deeds) Sci/SS (Paige)                 |
| B3: 12:45-1:55  | Math (Deeds) Reading (Paige) Sci/SS (Yishrael)              | Math (Deeds) Reading (Paige) Sci/SS (Yishrael)                 | PBIS/Social Emotional Social Studies Small Group/Near Pod (15 min.) | Math (Deeds) Reading (Paige) Sci/SS (Yishrael)                        | Math (Deeds) Reading (Paige) Sci/SS (Yishrael)                 |
| 2:00-2:45       | Encore/PBIS                                                 | Encore/PBIS                                                    | Encore/PBIS                                                         | Encore/PBIS                                                           | Encore/PBIS                                                    |
| 2:45-4:00       | Planning/PD                                                 | Planning/PD                                                    | Planning/PD                                                         | Planning/PD                                                           | Planning/PD                                                    |

### Schedule Gr. 6

| Day/Time        | Monday                                                      | Tuesday                                                        | Wednesday                                                           | Thursday                                                              | Friday                                                         |
|-----------------|-------------------------------------------------------------|----------------------------------------------------------------|---------------------------------------------------------------------|-----------------------------------------------------------------------|----------------------------------------------------------------|
| 9:00-9:25       | Math: Recorded Lesson/Attendance (all students check in HR) | Reading: Recorded Lesson/Attendance (all students check in HR) | PBIS/Social Emotional (all students check in HR)                    | Social Studies: Recorded Lesson/Attendance (all students check in HR) | Science: Recorded Lesson/Attendance (all students check in HR) |
| B1: 9:30-10:40  | Math(Warren) Reading (Faxio) Sci/SS (Lawrence)              | Math(Warren) Reading (Faxio) Sci/SS (Lawrence)                 | PBIS/Social Emotional Reading Small Group/Near Pod (15 min.)        | Math(Warren) Reading (Faxio) Sci/SS (Lawrence)                        | Math(Warren) Reading (Faxio) Sci/SS (Lawrence)                 |
| B2: 10:45-11:15 | Math (Faxio) Reading (Lawrence) Sci/SS (Warren)             | Math (Faxio) Reading (Lawrence) Sci/SS (Warren)                | PBIS/Social Emotional Math Small Group/Near Pod (15 min.)           | Math (Faxio) Reading (Lawrence) Sci/SS (Warren)                       | Math (Faxio) Reading (Lawrence) Sci/SS (Warren)                |
| 11:15-11:50     | Lunch                                                       | Lunch                                                          | Lunch                                                               | Lunch                                                                 | Lunch                                                          |
| B2: 12:00-12:40 | Math (Faxio) Reading (Lawrence) Sci/SS (Warren)             | Math (Faxio) Reading (Lawrence) Sci/SS (Warren)                | PBIS/Social Emotional Science Small Group/Near Pod (15 min.)        | Math (Faxio) Reading (Lawrence) Sci/SS (Warren)                       | Math (Faxio) Reading (Lawrence) Sci/SS (Warren)                |
| B3: 12:45-1:55  | Math (Lawrence) Reading (Warren) Sci/SS (Faxio)             | Math (Lawrence) Reading (Warren) Sci/SS (Faxio)                | PBIS/Social Emotional Social Studies Small Group/Near Pod (15 min.) | Math (Lawrence) Reading (Warren) Sci/SS (Faxio)                       | Math (Lawrence) Reading (Warren) Sci/SS (Faxio)                |
| 2:00-2:45       | Encore/PBIS                                                 | Encore/PBIS                                                    | Encore/PBIS                                                         | Encore/PBIS                                                           | Encore/PBIS                                                    |
| 2:45-4:00       | Planning/PD                                                 | Planning/PD                                                    | Planning/PD                                                         | Planning/PD                                                           | Planning/PD                                                    |